



## Temporary Position Digital Services Librarian

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The Congressional Research Service (CRS) is a service unit of the Library of Congress that works exclusively for the United States Congress. CRS provides policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation.

The Foreign Affairs, Defense, and Trade Consulting Section of the Knowledge Services Group (KSG-FDT) is seeking a Digital Services Librarian to establish a functional Microsoft SharePoint site that will be used to disseminate information by KSG-FDT staff to FDT analysts and managers. The SharePoint site will be expected to include sections for the foreign affairs, defense, and trade areas, as well as subsections devoted to geographical issue areas (e.g., the Middle East) and topical issue areas (e.g., global health). The Digital Services Librarian will be expected to incorporate content (RSS feeds, widgets, etc.) from multiple news sources and databases for which CRS and the Library of Congress have subscriptions. As directed, the Digital Services Librarian will work with other KSG information professionals (IPs) and FDT analysts and managers to identify and create new content for the SharePoint site.

Ideal applicants should have extensive knowledge and skill in using Microsoft SharePoint 2010 and 2013 (all facets); strong communication and presentation skills; and the ability to work well as a member of a strong team of diverse professionals. Experience working in a library or research organization would be very beneficial.

### **Responsibilities include:**

**SharePoint Design, Development, and Deployment** – Applies thorough knowledge of and experience in designing, developing, configuring and deploying Microsoft SharePoint 2013 applications. Makes informed recommendations pertaining to SharePoint information and site architecture, infrastructure, software implementation and web parts design, testing and deployment. As directed, recommends and documents best practices for software configuration, site permission policy, and site template management.

**Review, Analysis, and Organization of Specialized or Technical Information** – Works with KSG-FDT IPs, analysts, and managers to review and analyze information from a wide variety of sources, including major publications, electronic resources, section, division, and CRS collections, reports, etc. to address and facilitate existing and foreseeable needs of FDT staff in a variety of policy research areas. Furnishing accurate, timely, well-organized, and responsive information enables CRS staff to accomplish their mission more effectively and helps prevent duplication of effort.

**Training and Presentations** – Assists KSG-FDT IPs, analysts, and managers in learning, using, and contributing to the SharePoint site. Presents in-house training sessions on the SharePoint site. Prepares descriptive material for use in the training sessions and for other briefings.

**Desired Knowledge/Education/Skills:**

- At least 2 years of prior experience in designing, developing, and deploying SharePoint sites
- Strong information technology and usability skills
- Excellent oral and written communication and presentation skills
- Ability to multi-task and work in a fast-paced environment as part of a collaborative team
- Demonstrated organizational and interpersonal skills
- Ability to work independently
- Keen attention to detail
- Ability to proof-read and review own work and provide peer review
- Professional demeanor and customer-service orientation

**Starting date:** April 19 or May 3, 2015

**Duration:** (20-40 hours per week) temporary position lasting 6 months, with the possibility of an extension of up to 3 months (contingent upon business need, available funding, and the selectee's performance)

**Salary:** GS-11

**To Apply,** please email a resume, cover letter, and a list of any major SharePoint work by April 10, 2015 to [employment@crs.loc.gov](mailto:employment@crs.loc.gov). The list should include a brief description of the SharePoint work completed and your role.